



STATE OF IDAHO

DEPARTMENT OF AGRICULTURE

DIRK KEMPTHORNE
Governor

PATRICK A. TAKASUGI
Director

April 27, 2004

To whom it may concern:

The Idaho Invasive Species Council is soliciting consulting services by qualified independent consultants to provide facilitation services and assistance to the Council in completing an invasive species strategic action plan for the state of Idaho as described below. The deadline for submitting applications is May 19, 2004. The proposed project will fulfill two major needs:

1) Provide a comprehensive strategic action plan to meet the invasive species challenge in Idaho; and 2) Formalize the policies and procedures of the Invasive Species Council.

If you are interested in conducting this work under contract, please follow the guidelines described in the enclosed Request for Consulting Services. **The deadline for submitting completed paperwork is 5 p.m. MST, Wednesday, May 19, 2004.**

Thank you for your interest.

Sincerely,

A handwritten signature in black ink, appearing to read "Patrick A. Takasugi".

Patrick A. Takasugi, Chairman
Idaho Invasive Species Council;
Director, Idaho State Department of Agriculture

REQUEST FOR CONSULTING SERVICES
IDAHO INVASIVE SPECIES COUNCIL

The Idaho Invasive Species Council is soliciting consulting services by qualified independent consultants to provide facilitation services and assistance to the Council in completing an invasive species strategic action plan for the state of Idaho as described below. The deadline for submitting Request for Consulting Services paperwork is May 19, 2004.

Purpose: The proposed project will fulfill two major needs: 1) Provide a comprehensive strategic action plan to meet the invasive species challenge in Idaho and 2) Formalize the policies and procedures of the Invasive Species Council.

Description: The completed strategic action plan will identify and recommend a suite of practical and effective actions that government agencies and private sector partners may take to mitigate the risk from invasive species. The strategic action plan will build upon findings of *Preparing to Meet the Challenge: An Assessment of Invasive Species Management in Idaho* and of the Governor's Summit on Invasive Species. It will incorporate the recommendations of the Invasive Species Council, as well as integrate with existing tools such as Idaho's Strategic Plan for Noxious Weeds. The plan will address the threats from the biological gamut of invasive species that includes aquatic and terrestrial microorganisms, fungi, plants, and animals.

Governor Dirk Kempthorne created the Invasive Species Council through Executive Order in 2001. Since that time, the Council has operated under guidance provided by the Executive Order, and it will continue to do so. However, the Council believes it could run more efficiently and effectively by formalizing its operations. The Council wishes to better define policies and procedures regarding leadership structure, decision-making, and other issues related to its work.

Scope of Work: The consultant will be responsible for facilitating the action planning process, writing the plan, and producing a visually attractive final plan, executive summary, and PowerPoint presentation by December 31, 2004. The consultant will also be responsible for leading the Council through a process of defining its operational policies and procedures by December 31, 2004.

Facilitation: The consultant will work closely with the Invasive Species Council, the Council's strategic action plan working group, and interested parties to develop the content of the strategic action plan and conduct a thorough review process. The consultant will also facilitate the development of policies and procedures. These tasks will require strong group leadership skills and the ability to synthesize large amounts of complex information. The consultant must gain approval from the members of the Invasive Species Council and its associated work groups on the content and format of the strategic action plan and the Council's policies and procedures.

The Plan: The consultant will lead the Invasive Species Council through a process resulting in a strategic action plan that systematically addresses major categories of invasive species (e.g. agricultural, aquatic, forest and urban, human health, and terrestrial weeds). The strategic action plan shall incorporate *Idaho's Strategic Plan for Managing Noxious Weeds* and integrate the state's Aquatic Nuisance Species planning process.

The strategic action plan shall explicitly address the following management elements for each category of invasive species:

1. Coordination
2. Education and Awareness
3. Prevention, Vectors, and Pathways
4. Early Detection and Rapid Response
5. Inventory, Monitoring, and Mapping
6. Control and Treatment
7. Restoration
8. Research and Development
9. Funding

Each section shall include a set of prioritized goals and objectives that capture the key recommendations. The strategic action plan will also identify measures of success associated with each objective and recommend a lead agency or organization for responsibility in meeting each objective.

The consultant must have excellent writing skills and the ability to create a succinct, easy-to-read document that highlights priority actions, measures of success, and lead agencies. The consultant should also possess or be ready to retain graphic design expertise to create a well-organized, visually-appealing final plan, executive summary, and PowerPoint presentation.

Executive Summary: The consultant shall create an executive summary that captures the key recommendations of the strategic action plan and its components. The executive summary shall appear in the full version of the plan and as a stand-alone piece (see *Preparing to Meet the Challenge* executive summary for an example). The consultant shall deliver a master copy (print ready) of the strategic action plan, a master copy (print ready) of the executive summary, and both documents in PDF and Word format to the Invasive Species Council no later than December 31, 2004.

PowerPoint Presentation: The consultant shall create a PowerPoint presentation that summarizes the planning process and major points of the strategic action plan. This presentation will be used by the Council to educate decision-makers and stakeholders regarding the strategic action plan. The consultant shall present and deliver an electronic version of the presentation to the Council by December 31, 2004.

Invasive Species Council Policies and Procedures: Concurrent with development of the strategic action plan, the consultant will lead the Council through a process of defining its operational policies and procedures. At a minimum, the policies and procedures will address the Council's purpose, membership, leadership structure, budget framework, staffing, decision-making, subcommittees and work groups, reporting, roles and responsibilities, and participation of non-members. The consultant shall deliver a final version of the policies and procedures in PDF and Word format to the Council no later than December 31, 2004. The consultant must possess experience in the development and organization of large groups.

Coordination and Reporting: The consultant will be expected to work closely with the Invasive Species Council and the Council's strategic action plan working group. The consultant will be expected to convene meetings, in coordination with Council Chairman Takasugi, of the working group and the Council as necessary to meet the requirements of the contract in a timely manner. Members of the Council and the working group are committed to completing the strategic action plan and policies and procedures and will assist the consultant as needed.

Timeline: The following timeline outlines milestones and deadlines in the strategic action planning process:

April 29	Request for proposals released
May 19	Deadline for submission of proposals
May 28	Consultant selected
June 2	Invasive Species Council Meeting
July 30	Draft I of plan plus policies and procedures complete
September 17	Draft II of plan plus policies and procedures complete
November 30	Final plan plus policies and procedures complete (approved by ISC)
December 31	Final product deadline: a master copy (print ready) of the strategic action plan, a master copy (print ready) of the executive summary, and both documents in PDF and Word format and PowerPoint presentation of the planning process and major points of the strategic action plan.

Consultant Skills and Experience: Well-qualified consultants will possess the following skills and experience:

- ✓ Demonstrated experience and expertise in facilitating large groups
- ✓ Experience developing and managing multi-party organizations
- ✓ Strong writing skills and the ability to draft a clear, concise strategic action plan
- ✓ Knowledge of concepts, agencies and stakeholders involved in invasive species management
- ✓ Excellent organizational skills and a commitment to meeting deadlines
- ✓ Graphic design and production skills

Project Evaluation: Proposals will be evaluated with emphasis on the following criteria:

- ✓ Financial (budget)
- ✓ Portfolio (examples of previous similar products/projects)
- ✓ Experience and background (resume or curriculum)
- ✓ Other (clarity of proposal, writing style, knowledge of invasive species, etc.)

Submitting a Request for Consulting Services: Applications should include a completed budget form (attached), consultant qualifications, proposed budget including hourly rates and a not-to-exceed total, examples of previous similar products (portfolio), and a description of how the work will be completed. For more details or to submit a Request for Consulting Services, please contact:

Invasive Species Strategic Action Plan Request for Consulting Services
Idaho State Department of Agriculture
P. O. Box 7249
Boise, ID 83707-9985
(208) 332-8528

Completed paperwork must be received by 5:00 p.m. MST Wednesday, May 19, 2004.

Idaho Invasive Species Council Budget Form

Contact Name	
Company Name	
Address	
Phone Number	
Fax Number	
E-mail Address	
Website	

Please fill out the table below, based on the assumptions provided in the body of the Request for Consulting Services and on information provided in the comment boxes associated with each bid item. Feel free to provide additional explanatory information in the column marked "Comments."

Item	Cost Per Item	Expected Number of Items	Cost for All Items	Comments
Facilitate Council Meetings ^a		4		
Facilitate Work Group Meetings ^b		15		
Develop Action Plan Drafts ^c		3		
Develop Policies and Procedures Drafts ^c		3		
Develop Executive Summary Drafts ^c		3		
Produce Final Plan ^d		1		
Produce Final-Executive Summary ^e		1		
PowerPoint Presentation		1		
Total				

^aThe Council currently has meetings planned for June 2, August 17, October 1, and November 30, 2004.

^bIncludes meetings of the Council's Strategic Action Plan Work Group and meetings with technical expert groups such as the Idaho Weed Coordinating Committee and the Aquatic Nuisance Species Planning group. Consultant is responsible for organizing and facilitating meetings in coordination with the Council.

^cIncludes Drafts I and II and Final.

^dIn Word and PDF formats, along with a print-ready master copy (assuming 150 pages with ten pages in color, 8.5" x 11" size, medium to heavy stock cover in color, with coil binding).

^eIn Word and PDF formats, along with a print-ready master copy (assuming eight pages, four-color process, 6" x 8" size, and medium to heavy stock, with cover in color).